

Template Instructions

Fiscal Year Indicate the FY ex. 2002 EO 52(99) Report for:

Type or print the name of the agency

Agency Name (please print)

Prepared by:

Print or type the name and title of the person preparing this document

Name and Title

This section lists the agency mandates under EO 52(99) and requires the signature of the agency head on the line below to certify that the agency is in compliance or actively working toward compliance.

Executive Order 52 (99) mandates the following activities:

1. Evaluate work related injuries/illnesses to determine how to prevent or reduce the injuries
2. Establish goals to reduce serious occupational injuries and illnesses to enhance worker safety
3. Involve agency employees in identifying workplace hazards and establishing goals to eliminate or reduce them
4. Develop, maintain and monitor strategies to minimize the risk or work related injuries/illnesses
5. Manager's performance expectations and goals to encourage a safe work environment and reduce injuries/illnesses.

The agency head signs here indicating that this document has been read, and all information included is correct and thus approved.

Agency Head Signature

Type or print the name and title of the agency head

Agency Head Name and Title (please print)

EO 52 Report Template (Draft)

The following is a template and your report should include this information MINIMALLY. You may, however include additional information to support required documentation.

EO 52 Report for FY 2002

I. Review of last year's EO 52 (99) efforts (if space provided is not sufficient, attach additional pages)

- List the goals that were to be met for the previous year. If there were no goals, list items that contributed to an increase in employee safety.
- List the actions taken to complete the goals listed above. Make sure you include details and include steps if necessary.
- List any obstacles that hindered the agency from meeting targeted goals.
- If all of the goals were not met, list the goals that remain to be completed.

II. Accident/ Loss Analysis

Attach accident analysis for the previous FY losses. If none is available, complete the chart provided below.

If you have no injuries, please indicate zero in your analysis.

A. Injury Analysis Chart

Instructions for the chart:

- List the total number of injuries for the FY that the report represents.
- In the table compare information for the past two fiscal years:
- List the number of medical only claims from the Gates 2000 system
- List the number of lost time cases from the Gates 2000 system and from the OSHA 200/300 logs
- List the number of lost time days from the Gates 2000 system and from the OSHA 200/300 logs
- List the number of OSHA recordable cases from the OSHA 200/300 logs
- List the number of record only cases from the Gates 2000 system

Information retrieved from the Gates 2000 Weblink System. [G2WebLink](#). If you do not have access to G2 Weblink information or if you need to add or delete a user, e-mail Sue Keener with the Office of Workers' Compensation at skeener@dhrm.state.va.us and request the "Add User" form for the WC G2 Weblink System.

B. Accident Categories: List the categories of injuries and the number of injuries that occurred in each category. (Ex: slips, trips, falls; material handling, struck by)

If you did not analyze your accident data last year, follow these steps to do so:

- Determine the top five high hazard job classes for your agency (Ex. housekeeping, grounds, nurse, clerical).
 - Determine the top five by cost and number of claims to determine greatest areas of loss.
 - In addition, look for jobs with the greatest potential for hazards even if there have been no injuries, to date, in that particular classification.

- For each one, list the hazards/potential risks

Example:

Housekeeping

Mopping floors- hazards include: slips, trips, falls (wet floor), strains, sprains (mopping and lifting heavy water bucket), chemical contact (cleaning supplies)

Trash removal- hazards include: back injury or sprains/ strains (lifting and emptying trash receptacles), hand injuries (broken glass, sharp objects thrown in trash), latex allergy (wearing gloves)

- List actions taken to prevent/reduce injuries/ illnesses identified in your accident category analysis. Include detailed and specific information.
- If the agency is not fully in compliance with EO 52(99), explain in detail what is being done or what will be done to comply with the mandate.
- If there are areas where your agency needs additional assistance, state specifically what the needs are.

III. Future Goals

- State next year goals and implementation strategies to improve and promote a safe work environment. If additional space is needed, please attach to the form. Make the goals specific, achievable and realistic.

- Discuss how your agency involves employees in the process of safety for your agency. List what is being done to promote employee safety by participation.

IV. Assistance/ General Comments

- Include any requests for assistance from the Office of Workers' Compensation that your agency may have.
- Include any requests for assistance from the Department of Labor and Industry that your agency may have.
- Include any general EO 52(99) or safety related comments in the last section. (Ex. List something that your agency is doing that may not be specifically required by EO 52(99)). This may be information that is proactive in nature and not necessarily based on data retrieved/analyzed. Highlight accomplishments and innovative ideas for your agency.

V. Definitions

This section includes definitions and instructions for the retrieving specific information from the Gates 2000 system (if your permission level allows you to create reports in the system)

1. Lost Time:

*The injured worker has lost seven (7) or more days from the job to an industrial injury/illness. **OSHA 300 Log**-The number of days a physician or other licensed health care professional recommends the injured worker to stay away from work as a result of the job related injury/illness, not to exceed 180 days. **G2 Weblink:** (Login G2 Weblink>Create Document> Gates 2000 Ad Hoc>Misc. Advanced>Quit Return History)*

2. Medical Only:

*The injured worker has obtained medical treatment for an industrial injury/illness and disability is less than seven (7) days. **G2 Weblink:** (Login G2 Weblink>Create Document> Gates 2000 Ad Hoc> Claim Master>Claim Type Description)*

3. Record Only:

*An industrial incident has occurred but the employee has not obtained medical treatment or lost time. An EAR has been filed to document the incident. **G2 Weblink:** (Login G2 Weblink>Create Document> Gates 2000 Ad Hoc> Claim Master>Claim Type Description)*